



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Shopping as Alternative Mode of Procurement for official use of PSO Masbate with the following details:

Name of Project	Procurement of Office Supplies for 2nd Quarter 2023 (Regular)
Solicitation	2023-05-047-MT
Location	PSO Masbate
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 78,295.00
Contract Duration	May 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on 31 May 2023** at the **PSA Masbate, 3rd Flr., Ten-7 Bldg., Mabini St., Masbate City**.


CECILLE A. BRIONES
RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. Terms of Payment shall be made through check payable to the supplier.
9. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement of Office Supplies for 2nd Quarter 2023 (Regular)						
Paper, Multicopy, Legal, 80gsm, size: 216mm x 330mm	ream	100	P _____	P _____	()	()
Paper, Multicopy, A4, 80gsm, 500 sheets/ream	ream	95	P _____	P _____	()	()
Ballpen, black	pc	200	P _____	P _____	()	()
Sign Pen, red, liquid/gel ink, 0.5mm needle tip	pc	20	P _____	P _____	()	()
Pencil, lead w/ eraser	pc	300	P _____	P _____	()	()
Notebook, stenographer	pc	150	P _____	P _____	()	()
Envelope, Brown, Legal, 500 pcs/box	box	4	P _____	P _____	()	()
Fastener, Plastic, Long Size (70mm) 50 sets/box	box	10	P _____	P _____	()	()
Paper Clip, vinyl/plastic coated, 50mm	box	30	P _____	P _____	()	()
Marker, Permanent, bullet type, black	pc	15	P _____	P _____	()	()
xxxxx For official use of PSA Masbate			Total	P _____ Total amount in words:		

Other requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Fax No. _____ Tel No.: _____

Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit: Yes No

Philgeps Registration: Yes No

Printed Name and Signature of Canvasser: _____